

FY2010 Defense Authorization & Appropriation Request Form Instructions

**PLEASE PRINT A COPY OF YOUR SUBMISSION
PRIOR TO SENDING IT ELECTRONICALLY.**

Retain the copy for your records; DO NOT email the form separately.

The staff of the Office of Senator Bill Nelson of Florida requests that you complete and submit this web-based form for your defense-related funding interests. This form is not required by either the Senate Armed Services Committee or the Defense Subcommittee of the Senate Appropriations Committee. Your request will receive consideration regardless of how or when it is submitted. The Defense Authorization and Appropriation Request Form helps the Senator's staff to accurately and efficiently compile budgetary, technical, descriptive, and justification information about defense-related requests for legislation, authorization, or funding. In the congressional defense authorization and appropriation process, the committees place a high premium on the technical accuracy of each request. This means that precise account information such as: agency, account, title, line number, and program element number are important to ensure that funding, if provided, goes into the correct account for the correct purpose. Accordingly, accurate and complete information will create a smooth path for obligation and expenditure. Funding provided, but in the wrong account or line, is very difficult -- sometimes impossible -- to correct once it's authorized or appropriated. Your willingness to provide clear, concise, and accurate information in this process is appreciated.

The Form:

"Company/Organization Information and Point of Contact Information": This is standard information regarding the constituent requesting the Senator's assistance and any representation that they may use. This contact information is necessary in case there are questions regarding any part of the request. Please provide point of contact information for your organization's Chief Executive, Chairman or commensurate position and also information for your organization's key contact regarding this request (for example- government relations executive, lobbyist, etc.). This key contact will be the critical interface with Senator Nelson's staff. **Due to ethics rules it is vital that you acknowledge retention of a lobbyist and provide their name and contact information in this section.**

"Program Identification and Funding Information": This is the most important part of the form. Accurate and complete budgetary and technical information provided here ensures that if additional funding is provided, it goes into the correct account for the correct purposes. The Services or Agency that would supervise the execution of the program for which you are requesting assistance is in the best position to help you work through this information.

"Project Title/Name": This is your name for the project, or the name by which you want the project specifically identified. This may be the name by which the funding agency also knows the project.

"Proposed Funding Agency": Service (Army, Navy, Air Force or Marines) or Department of Defense (DoD) agency that has budgetary execution responsibility for the account within which you are requesting assistance.

"Budget Account": Typically one of the four main accounts: Personnel, Operations & Maintenance (O&M), Procurement (e.g. Aircraft Procurement, Missile Procurement, Other Procurement, etc.), or Research, Development, Test and Evaluation (RDTE).

"Budget Line Number": The Congress authorizes and appropriates at what is known as the O-1 (O&M), P-1 (Procurement), or R-1 (RDTE) level. Each line of the budget typically has an identifying line number within each account. This information is available in the DoD budget request justification materials available online at <http://www.defenselink.mil/comptroller/>

"Program Element Number": RDTE programs have a seven-digit identification number. Use all seven digits (e.g. 0603444) and any other project alpha-numeric identification elements that will help specify your program or project.

"Please provide the principle location in which the majority of work will be performed": Please fill out the city and state.

"Is this Program/Project contained in the President's Budget Request (PBR)?": Yes or No.

"If yes, then how much was requested?": Please make your entry in thousands.

"How much additional funding is requested above the PBR?": Please make your entry in thousands.

"Is the project or program a DoD or Service Requirement?": Yes or No.

"Please state the official Military requirement for the project": If yes, then please provide the official requirement documentation such as Operational Requirements Document (ORD), Urgent Needs Statement, etc. in the space below.

"Is the project in an Unfunded Priority List or other official unmet needs document?": Yes or No. If yes, then please provide supporting information. Each year the Service Chiefs are asked by Congress to provide their priorities for programs or projects that were left unfunded in the President's Budget Request. The committees use these lists to prioritize how additional funding, if available, will be used to meet military requirements. Committee leadership also uses these lists as a check on the rationale and relevance of member requests. Your programs' or projects' inclusion on a UPL/UFL increases the probability of success in gaining additional funding. Details about these lists are available from the Services.

"Has the project ever been funded through direct congressional funding?": Yes or No. If yes, then please provide the details of the funding.

"Is the project or program a DoD or Service priority?": Yes or No. If yes, then please identify the requirement in the box provided.

"Project Funding History": Please provide funding history for Fiscal Year 2006-2009. Please enter the amounts in thousands.

"Has the project ever been funded through other federal funding?": Yes or No. If yes, please provide supplemental information as specified.

"White information paper submitted?": Yes, no, or N/A. Please make sure to label each page with a name, contact information and page numbering. Email your submission to defense_request@billnelson.senate.gov.

"Additional supporting documentation submitted?": Yes, no, or N/A. If yes, email your submission to defense_request@billnelson.senate.gov.

"Program Manager information if applicable": Typically the officer or DoD civilian responsible for planning and managing the release of funds and overseeing the execution of the program or project for which you are requesting assistance. Space is provided for primary and secondary points of contact.

"Purpose and justification for additional funding": Note- You need to limit yourself to 255 characters and spaces. This is your justification for additional funding for the program or project. This could be as simple as "increasing the quantity" or "accelerating" the procurement of systems that are already requested in the current budget or a future procurement scheduled to start in future years. This could be as complex as making a case for funding a program or project for which there is nothing requested in the budget and for which there is not official military requirements documented. We should not have to try to interpret your justification for the defense committees. The justification needs to be clear, direct, coherent, tied to a military requirement and less than 255 characters and spaces.

"Proposed Bill and/or Report Language requested": Requests are often accompanied by Report or Bill language that specifically lays out for DoD the purpose of additional funds in the authorization or appropriation. For example, "...an additional \$3,000,000 is provided only for the procurement of widgets for training..." This language may be necessary for clarification.

"Industrial, Academic or Government Partners": Please state with whom you are working, or to whom the project is connected. Space is provided for a primary, secondary and additional partner. If you have more than three partners, then add the additional partners to the additional information section at the end of the form.

"Other Congressional Offices Approached or to be Approached": Please enter accurate point of contact information for any office (personal or committee) you have contacted regarding your defense request. Space is provided for three offices. If you have contacted more than three offices, then add the additional offices to the additional information section at the end of the form.

"Additional Information or Notes": This is the part of the form for you to enter additional information. Please reference the appropriate section of the form to which the information belongs. For example, if you have four industry partners, then add the fourth partner to the additional information section referencing the "Industrial, Academic, or Government Partners" section.

GENERAL NOTES

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ADDITIONAL SUPPORTING DOCUMENTATION MAY BE EMAILED TO
defense_request@billnelson.senate.gov

ACCURACY IS VITAL